



Committed to Customer Satisfaction

A Service-Disabled Veteran Owned Small Business

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

THE OFFICE, IMAGING AND DOCUMENT SOLUTION

**FSC Group 36
51 501 Needs Assessment and Analysis Services
51 504 Records Management Services**

**CONTRACT NUMBER:
GS-25F-0041N**

**PERIOD COVERED BY CONTRACT:
April 4, 2003 through April 3, 2018**

Mod Number: PO-0006 | Mod Date: April 4, 2013

BNF TECHNOLOGIES INC.

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Arlington, VA 22202
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Contract Administrator: Mr. J. F. Fisher
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Federal Supply Service Authorized Federal Supply Schedule Price List Prices Shown Herein are Net (Discount Deducted). On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The Internet address for GSA Advantage! is: <https://www.gsadvantage.gov>.



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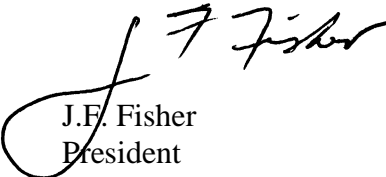
BNF Technologies Inc. is a Certified Service-Disabled Veteran Owned Small Business (SDVOSB) who has been providing records management services to the Federal Government since 1993. Our GSA Federal Supply Schedule Contract for **The Office, Imaging and Document Solutions (FSC Group 36)** is specifically related to **Needs Assessment and Analysis Services**, and **Records Management Services**. We are also providing data conversion services, agency evaluation and storage services, and electronic records management solutions. A copy of the **BNF PRICELIST** along with a brief **BNF** brochure is attached. Since more and more Agencies are turning to the GSA Schedule for their contracting, we hope that you will consider **BNF Technologies Inc.**'s assistance in satisfying your requirements, whether they be unrestricted or set-aside for **SDVOSB** like **BNF**. Information on the GSA Schedule is found at <http://gsa.gov>.

BNF specializes in records management, document management, database management, administrative services, and e-Learning.

This Contract is in addition to **BNF's GSA MOBIS Contract**.

Please call me directly if we can serve you or if you have any questions.

Yours very truly,



J.F. Fisher
President
Chief Operating Officer

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ORDERING INSTRUCTIONS/TERMS AND CONDITIONS

1a. Table of Awarded Special Item Number(s):

- | | |
|--------|---|
| 51 501 | Needs Assessment and Analysis Services - Needs Assessment and Analysis Services consist of a comprehensive assessment of the customer's existing objectives, capabilities and, funding obligations which will provide agency's recommendation(s) on how to meet or exceed organization's overall performance by providing total office solutions. Needs Assessment and Analysis Services provide for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services. |
| 51 504 | Records Management Services - Records Management Services include on-site services but are not limited to organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing. |

1b. Lowest Priced Model Number: Not applicable

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** Washington, D.C. Metropolitan Area
5. **Point of Production:** Not applicable
6. **Discount from list prices or statement of net price:** The Government discount is 20% better than the commercial marketplace.
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** Not applicable
- 9a. **Government purchase cards are accepted at or below the micro-purchase threshold.** No.
- 9b. **Government purchase cards are accepted above the micro-purchase threshold.** No.
10. **Foreign Items:** None



- 11a. Time of Delivery:** 30 days ARO
- 11b. Expedited Delivery:** Not applicable
- 11c. Overnight and 2-day Delivery:** Not applicable
- 11d. Urgent Requirements:** Not applicable
- 12. FOB Point(s):** FOB Destination within the 48 contiguous states and the District of Columbia
- 13a. Ordering Address:** BNF Technologies Inc.
2461 South Clark St., Suite 600
Arlington, VA 22202
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://www.gsa.gov>.
- 14. Payment Address:** Same as company address
- 15. Warranty Provision:** Not applicable.
- 16. Export Packing Charges:** Not applicable.
- 17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** In accordance with Government thresholds.
- 18. Terms and Conditions of Rental, Maintenance, and repair:** Not applicable.
- 19. Terms and Conditions of Installation:** Not applicable
- 20. Terms and Conditions of Repair Parts:** Not applicable
- 20a. Terms and Conditions for any other Services:** Not applicable
- 21. List of Service and Distribution Points:** Not applicable
- 22. List of Participating Dealers:** Not applicable
- 23. Preventive Maintenance:** Not applicable



- 24a. Special attributes such as Environmental Attributes (e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollutants):** Not applicable
- 24b. EIT Section 508 Compliance Details:** Not applicable
- 25. Data Universal Number System (DUNS) Number:** 198118341
- 26. Central Contractor Registration (CCR) Database:** BNF Technologies Inc. is a registered contractor.



COMPANY OVERVIEW

BNF Technologies Inc. is a Certified Service-Disabled Veteran Owned Small Business (SDVOSB) headquartered in Arlington, VA. It is one of the few SDVOSB Services and Support firms with a solid track record supporting the Federal Government for over 20 years. The cornerstone of our business is records management:

- Assessments/Audits for Federal Compliance;
- Agency Policies, Records Schedules, File Plans and Handbooks;
- Records Management Training and Education;
- e-Records Applications and Solutions;
- Disposition and Data Conversion

Our functional areas of expertise are supplemented by staff possessing subject matter expert knowledge in every facet of records management support services, where we have supported 30 different Federal Agencies, Bureaus, and Offices throughout DC, Maryland, and Virginia. Our experience enables us to quickly develop tailored programs keyed to the functions of the Agency.

In the contractor support services sector that BNF is in, the single most important measure is the quality of performance provided to a client. In this regard, BNF is proud to mention that throughout our history we have earned OUTSTANDING or EXCELLENT evaluations from over twenty clients. GSA's performance review surveys of BNF resulted in 25 ratings of Outstanding and 3 ratings of Excellent.

BNF is a solid corporation, debt free, self-financed, and with the highest D&B credit rating. We have the internal controls for all administrative and financial support, and we use DCAA-approved accounting programs. We are experienced with every type of contract and an extensive array of Federal clients and Federal business operations. We have a Top Secret (TS) cleared facility and have been performing TS and compartmented work for 17 years.



DESCRIPTION OF SERVICES

BNF Technologies provides overall guidance to agencies to effectively control the creation, organization, maintenance, use, and disposition of records in accordance with federal regulations. BNF staff appraises and selects records of sufficient value to warrant permanent preservation for administration and research. We appraise and identify records for long-term preservation and transfer to a Federal Records Center (FRC), provide guidance and training in Federal records disposition, and prepare the forms necessary to accomplish transfer of records. BNF develops and installs new classification and indexing scheme(s), and reviews each agency's records for compliance with National Archives and Records Administration (NARA) and CFR guidelines. We also reorganize, re-label, re-file, and dispose of duplicate records and review, schedule, re-classify and dispose of records. In addition, BNF staff also develops and recommends standards, procedures, techniques, and technology designed to assure the continued protection, accountability, and retrievability of the records documenting the agency's organization, policy, function, decisions, and essential transactions. We recommend policies to facilitate the segregation and disposal of temporary records and non-record materials and to protect records of permanent value.

We audit programs, conduct 100% inventories, design Records Retention and Disposition schedules; prepare File Plans; identify and code Records Series; prepare all required government documentation and interface with the WNRC.

We use the latest data entry and reporting systems, full text retrieval database management systems, scanning and OCR, and imaging systems. We have established and managed records centers, customer libraries and technical data centers and operated reproduction centers.

Needs Assessment and Analysis Services consist of a comprehensive assessment of the customer's existing objectives, capabilities and obligations. BNF Technologies will provide the Agency with recommendation(s) to meet or exceed organization's overall performance by providing "total office solutions."

BNF conducts business process re-engineering and workflow processes analysis in planning the introduction of records management automation, migration and transition requirements. BNF implemented master records file plans, management, schedules and organization of agency records, including paper, electronic, video, photography and other information resources. Our Records Management expertise has spanned the areas of assessment of an Agency's organization, functions, and methods of operation and associated record keeping, to hands-on disposition of its records. The assessment of an organization's workflow is key to determining the best-fit solution for application of records management programs and systems. Requirements analysis and business process reengineering are primary ingredients to the BNF methodologies before recommending system solutions.



BNF develops and implements Shared Network Space (SNS) Initiatives for Federal agencies to better organize their electronic documents within an electronic document repository, and prepares agency record material for future electronic storage, access, and retention. The SNS is a designated storage area that contains electronic folders and files used by multiple staff throughout the agency. The SNS is used by agency staff working together on cases or other projects with access to the same folders and files. Because the space is shared, BNF develops a consistent system for creating and naming folders and files, and for limiting access to folders and files to those employees who need the information. The participation in the SNS initiatives that are developed and implemented at Federal agencies is important and necessary to ensure that Federal agencies are compliant with Federal guidelines concerning E-records and E-government regulations. Additionally, the legal and efficient management of electronic records is essential to the effective operation of agency programs, avoids costly litigation, and conserves agency resources. Technologies change and the requirements for different agencies vary widely. We have performed this service in part or whole for several of our agency clients including developing the agency's specific requirements and examining the current technology solutions available. BNF has thus become sought after for our up-to-date expertise in providing effective solutions.

Under Schedule 36, BNF offers:

- Needs Assessment and Analysis Services
- Retention Schedules and Files Plans, including negotiations with NARA
- Work Flow Analysis and Diagramming
- e-Records Planning and Systems Solutions (5015.2)
- Shared Network Space Initiatives
- Policies, Procedures, Directives, and Handbooks
- Vital Records Identification and Protection
- Records Management Training
- Document Conversion, including hosting
- Total Disposition Services

For more information on ordering from Federal Supply Schedules click on the GSA Schedules button at <http://www.gsa.gov>.



LABOR CATEGORY DESCRIPTIONS

Director/Principal - Manages an IT program that is a primary, main mission program or a program of major importance and complexity. Provides architecture analyses, systems engineering, and business process re-engineering. Performs planning and implementation of IT policy in specialty areas. Provides professional leadership and guidance in extending, improving, and monitoring existing programs and devising, developing and implementing innovative changes and long term improvements. Performs IT strategic planning, program assessments, and studies. Provides leadership in the analysis and implementation of IT projects to improve services to programs through acquisition, integration, implementation, guidance and support of users of information systems and data processing resources.

Communications Network Specialist - Analyzes network characteristics (e.g. traffic, connect time, transmission speeds, packet sizes and throughput) and recommends modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions and cutovers of network components and capabilities. Ensures maintenance of systems. Coordinates requirements with users and suppliers. Provides support in all phases of analysis, design, testing and implementation of networks and telecommunications infrastructure to support EC/EDI functions.

Functional Expert - Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Possesses requisite knowledge and expertise to be recognized in the professional community such that the Government is able to qualify the individual as an expert in design, engineering, finance, energy, outreach, or acquisition. Demonstrates exceptional oral and written communication skills.

Program Manager – Minimum 10 years program/project management experience. Serves as the Contractor counterpart to the Government program/technical manager. Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects.

Project Manager – Minimum 7 years project/task order management. Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of projects within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with the Government management personnel including, but not limited to, the Contracting Officer and the Contracting Officer's



Technical Representative. Reports in writing and orally to contractor management and Government representatives.

Senior Records Manager - Minimum 10 years in all phases of life cycle records management. Establishes records management policies and procedures, provides records management training, and conducts Agency audits. Often leads teams of records analysts, file analysts, and records clerks in Agency inventories, files segregation, records schedules reviews and development, and records disposition and retirement

Task Manager/Project Control Specialist - Minimum 5 years experience in the business, or the technology directly related to the project. Three years of supervisory experience leading technically oriented projects and personnel. Knowledgeable of the federal contract and procurement regulations. Experience in preparation of project documentation and financial reports. Establishes and monitors budgets and schedules.

Records Manager II - Minimum 5 years in all phases of life cycle records management. Experience in Records Disposition and Records Management Regulations. Experience in all phases of disposition per Federal regulations and guideline, including maintaining and scheduling records, retiring records to the Washington National Records Center and transferring records to the National Archives. Experience in records review, records inventories, developing vital records schedules, and evaluation of existing records management procedures.

Senior Database Analyst - Minimum of 8 years experience, with at least four years specialized in DBMS design and system analysis, current operating system software internals, and data manipulation techniques and languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

Computer Systems Analyst - Minimum 3 years experience. Analyzes, develops and/or reviews computer software possessing engineering, business and records management functions. Defines and analyzes problems and develops system requirements and program specifications. Coordinates with programmers to ensure proper implementation of program and system specifications. Provides support for the installation, testing, implementation and ongoing maintenance of hardware/software.

Records Manager I - Minimum 3 years experience in Records Disposition and Records Management Regulations. Experience in all phases of disposition per Federal regulations and guideline, including maintaining and scheduling records, retiring records to the Washington National Records Center and transferring records to the National Archives. Experience in records review, records inventories, developing vital records schedules, and evaluation of existing records management procedures.

Technical Writer - Gathers, analyzes and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits



functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the user of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Files Analyst - Minimum 3 years experience in records inventories, files segregation and reorganization, records disposition, word processing and database management usage, including physical review and movement of files. Formal training by National Archives and Records Administration.

Database Analyst/System Administrator - Minimum of 3 years experience is required, of which one year must be specialized. Specialized experience includes administration of UNIX or other open systems-compliant multi-user system, and current DBMS technologies. Performs system installation and integration of computer operating system software, network software, application software, computer hardware, and supporting network or telecommunications systems. General experience includes administration of multi-user computer systems and databases.

Peripheral Equipment Operator - One year experience in computer equipment and database systems. Six months experience in operation of scanning and OCR equipment. Knowledge of file organization, indexing methods, and security procedures. Minimum of high school diploma or equivalent and experience with word processing.

Quality Assurance Specialist/Data Entry Supervisor - Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines and procedures. Develops and defines major and minor characteristics of quality including quality metrics. Conducts and/or participates in formal and informal reviews at pre-determined points through the development or project life cycle.

Sr. Records Clerk - Minimum one year records clerk and/or data entry experience related to records management. Completion of basic NARA course(s) in records management.

Records Clerk - Minimum high school diploma or equivalent, one year typing and word processing, completion of Basic Records Management course at NARA before or during first 3 months of assignment to government project. Ability to lift and handle 40-pound boxes.

Key Entry Operator II - Minimum 2 years experience in data entry and database systems. Formal training in advanced word processing systems. Proficient in spreadsheets and/or graphics packages.

Key Entry Operator I/Jr. Records Clerk - Minimum 6 months of experience in data entry. Must be proficient with PC application software for word processing, spreadsheets and databases, with elementary database design skills. Ability to lift and handle 40-pound boxes.



LABOR CATEGORY AND RATES

Prices shown are Net (Discount Deducted)

Labor Category	Contractor Hourly Rate Contractor Site	Government Hourly Rate Government Site
Director/Principal	\$193.78	\$161.48
Communications Network Specialist	\$167.20	\$139.33
Functional Expert	\$148.24	\$123.53
Program Manager	\$129.13	\$107.61
Project Manager	\$107.63	\$89.69
Senior Records Manager	\$95.84	\$79.87
Task Manager/Project Control Specialist	\$94.34	\$78.62
Records Manager II	\$85.10	\$70.92
Senior Database Analyst	\$76.58	\$63.82
Computer Systems Analyst	\$72.42	\$60.35
Records Manager I	\$66.58	\$55.48
Technical Writer	\$65.23	\$54.36
Files Analyst	\$60.47	\$50.39
Database Analyst/System Administrator	\$54.64	\$45.53
Peripheral Equipment Operator	\$53.89	\$44.91
Quality Assurance Specialist	\$53.44	\$44.53
Records Librarian/Senior Records Clerk	\$51.35	\$42.79
Key Entry Operator II	\$41.06	\$34.22
Key Entry Operator I	\$35.26	\$29.38